

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF REGULAR MEETING,
January 17, 2012 at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, James Barton, D. James Barton, Catherine Cabral, Robin Newton, Martha Paluch, Scott Morgan, Michael Welti, and others
Press: C. Garfman (Journal Inquirer) and L. Smith (Patch.com)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:16 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Item

None.

IV. Approval of Minutes

Regular Meeting Minutes of January 3, 2012

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the minutes of January 3, 2012 Regular Meeting, as presented.

V. Public Participation

None.

VI. Communications

None.

VII. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard mentioned the cement pad which was laid for the Town Hall and the arrival of the new generator. She indicated the electrical portion of the installation should be done shortly and the generator should be up and running just in time for the winter weather.

She also discussed with the Board Members they need to contact Becky at her office so their business cards can be ordered. A same of the cards was given to all Board Members for their review. Ms. Menard indicated the cards will list their Town emails, for example, abaker@eastwindsorct.com. If any of the Board Members would like their personal email, cell phone numbers, or any other information on those cards, they should contact Becky. Mr. Pippin mentioned that he still has his business cards and if they are going to be the same type of print, he would not need to order same.

Ms. Menard commented on the newest Public Works employee, Mr. Daniel Scott, began his position this morning. He started his new position with a snow storm. Best of luck to him!

Ms. Menard remarked about the new interim tax collector, Sharon Ramsey. She has taken the place of the other interim tax collector, Nancy Dyko. Ms. Ramsey is equally qualified and will be the interim until a new tax collector can be hired. The application process is underway and the closing date for applications is January 20, 2012. Ms. Menard indicated only one application has been received thus far.

Ms. Menard mentioned the FEMA reimbursement for the October snow storm is ongoing and Becky has been working on same. Becky is waiting for information from the fire departments regarding their incentive program information for reimbursement. Other departments, such as, police department, schools and other internal departments are also eligible for 75% reimbursement of man hours during the storm.

Lastly, Ms. Menard spoke about the budget season and the beginning stages of same. She indicated more will be discussed later in the meeting. She also mentioned briefly about the previous joint meeting with WPCA and Board of Finance. She believes the meeting went very well.

b. Alan Baker, Deputy First Selectman

Mr. Baker indicated he attended the Inland Wetland Watercourse Agency recent meeting. At that meeting, a discussion regarding the East Windsor Cemetery Association and issues which needed to be take care of, more to come on that subject at another meeting. Regulation changes will be required in the future.

Mr. Baker mentioned he attended a meeting at the Warehouse Point Fire Department, Ms. Dale Nelson, Selectwoman was present, discussing energy programs.

Mr. Baker attended the recent meeting of Planning and Zoning. At that meeting, BRD, LLC applied for a special use permit, a warehouse on Newbury Road has been rented to King Koil, and Mansions on the Canyon is suggesting building another phase to their complex and detailed plans were given.

Mr. Baker began speaking about his energy initiative. He indicated in the past there were discussions of having the Town look into energy efficiency and to have a committee to research same, it was never done. He is doing research and gathering information in an attempt to lower the cost of energy within the Town. He indicated more information will follow at future meetings.

c. Dale Nelson, Selectwoman

Ms. Nelson commented meetings she attended recently including the Capital Improvement Projects Advisory Committee, which have begun reviewing projects for the next fiscal year. On January 7, 2012, she attended a meeting regarding municipal budget challenges of 2012 and received interesting information which she has copies for everyone, if they would to review same.

Ms. Nelson commented about a recent Warehouse Point Fire Department meeting she attended on January 9, 2012. The replacement costs for the driveway was discussed and overspent in the operational budget expenses for the driveway. Discussions were held regarding the energy efficiency with Mr. Baker. Other discussions took place regarding the replacement windows at the station, paying the Chief for extra hours, the Fire Marshall reported 494 calls were responded to in 2011.

The Police Commission meting was held on January 11, 2012, the budget, locker room repair requests, and traffic authority complaints were discussed.

Ms. Nelson also mentioned the departments CIP presentations began on January 12, 2012 beginning with Town Government requests, including GIS software update five year plan.

d. Richard P. Pippin, Jr., Selectman

Mr. Pippin mentioned the Zoning Board of Appeals Meeting he attended on January 9, 2012. At that meeting, 168 Bridge Street variance was discussed along with signage regulations. Also was discussed was fee structure.

Mr. Pippin remarked about a conversation he had with a gentleman who has an interesting problem, the property he owns and built a new home on has two addresses, one in South Windsor on Abbey Road and the other in East Windsor on Miller Road. He indicated he needed to get two building permits and two COs. A brief discussion among Ms. Menard, Ms. Newton, and Mr. Pippin was held.

Mr. Pippin also discussed a budget training course he attended with Ms. Dale Nelson. He over heard comments regarding the well managed Town of East Windsor.

Lastly, Mr. Pippin commented on the WPCA North Road Sewer Project and indicated the hardest part of the project is complete.

e. James C. Richards, Selectman

Mr. Richards gave everyone a copy of his report dated January 17, 2012. In that report, it discusses a summary of the recent Board of Education Meeting. The meeting started with honoring the outstanding students, an executive session was held, and other topics discussed were high school program of studies, new course proposals, curriculum change proposals, Board of Education self evaluation, and budget workshop schedule. The packet information included enrollment for all schools, school business/financial services bid awarded to Management Solutions from Auburn, Massachusetts at \$44,000 and a thank you letter from the VNA for students helping with holiday food drives.

Mr. Richards also discussed the Economic Development Commission. He discussed the event "Business, Town and State Meet and Greet" on January 26, 2012 at 5:30 p.m. on Merlot on the Water. Historical Preservation Commission meeting was cancelled due to the lack of attendance, the Housing Authority rescheduled their meeting for this evening.

Mr. Richards discussed the Parks and Recreation recent meeting. Items discussed were parking rails installed at East Windsor Park and Osborne Field, budget requests will be level, senior project for a breast cancer walk senior Mackenzie Hinkle, minor damage from the storm will be cleared from East Windsor Park swimming area, Park Pavilion fees and admission fees will stay the same, paying

for janitorial services for the East Windsor youth basketball, gearing up for spring and summer activities, and possible salute to returning veterans from Iraq and Afghanistan on Community Day. East Windsor has five people serving overseas.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business a. Presentation of Eagle Scout Project by Michael Welti and b. Approval of ZBA Fee Schedule to be discussed before VIII. Board and Commission Resignations and Appointments.

XI. New Business

a. Presentation of Eagle Scout Project by Michael Welti

Ms. Menard indicated she met with Mr. Michael Welti and his mother regarding the placement of an informational kiosk at the river parking area at the corner of Cemetery and Woolam Roads, owned by the Town of East Windsor. The kiosk is being proposed by Mr. Micheal Welti as an Eagle Scout Project and will have information regarding the American Heritage River Commission and the Scantic River and adjacent trails. The kiosk will be approximately 8 feet high, seven feet tall, and 4 feet wide. Mr. Welti described his project in detail to the Board Members by showing to them his plans of the kiosk and photographs of a similar one built in Enfield. He was asked about raising money for such a project. He indicated to the Board that Mr. Sparkle Car Wash is sponsoring him by selling car wash tickets. It is hoped it will be completed by the spring.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the plan of building a kiosk at the river parking area at the corner of Cemetery and Woolam Roads as presented.

b. Approve ZBA Fee Schedule

Ms. Robin Newton, Assistant Town Planner, addressed the Board. She indicated the Planning Office has been researching fee schedules for various land use Boards and Commissions. It has been determined that the Zoning Board of Appeals (ZBA) fee schedule has not changed since 1990.

Under Ordinance 90-11, the Board of Selectmen is authorized to establish reasonable fees for the processing of applications for the Zoning Board of Appeals. Currently when an applicant files for a variance or an appeal, the fee is \$80. Under State Statute, it is required to publish notice twice in the newspaper of the hearing and then publish notice of the decision after the

hearing. Three legal notice publications are required for every application that comes in. On an average, one legal notice runs about \$40 to \$50 for a single application. This results in a loss to the Town of about \$40 to \$50 for every application that comes before the Board.

The ZBA at their January 9, 2012 meeting voted to recommend that the fee be raised to \$130.00 to cover the cost of the legal notices.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the increase of fees to the Zoning Board of Appeals Fee Schedule in the amount of \$130.00.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen return back to order of the Agenda to Agenda Item No. VIII. Board and Commission Resignations and Appointments.

VIII. Board and Commission Resignations and Appointments

a. Resignations:

East Windsor Housing Authority Ms. Karen Boutin

In a letter dated December 15, 2011, but not received in the Town Clerk's Office until January 4, 2012, Ms. Boutin indicated she is resigning from the East Windsor Housing Authority as of January 1, 2012. Due to family reasons, she has to resign.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Ms. Karen Boutin, to the East Windsor Housing Authority, with deep regret.

Planning and Zoning Commission Mr. Richard P. Sullivan (Alternate Member)

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Mr. Richard P. Sullivan, Alternate Member to the Planning and Zoning Commission.

b. Re-Appointments: None

c. New Appointments:

Pension Board

Ms. Dale Nelson (D) to represent the Board of Selectmen for a four year term expiring 06/01/2014

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Ms. Dale Nelson (D) to represent the Board of Selectmen on the Pension Board, for a four year term expiring June 1, 2014.

Planning and Zoning Commission

Mr. Richard P. Sullivan (U), as a regular member four year term expiring January 1, 2015.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Richard P. Sullivan (U), Regular Member to the Planning and Zoning Commission, to serve a 4 year term expiring January 1, 2015.

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review. A brief discussion was held regarding the list and how the list is maintained.

IX. Unfinished Business

b. Approval of the Final Draft of the “Building Code Board of Appeals”

Ms. Menard indicated at the last meeting, a discussion was held regarding establishing a Municipal Building Code of Appeals Board. Ms. Menard had given all Board Members a draft of the ordinance in their packets to review. A discussion was held regarding the number of members and how their terms should be staggered. It was ultimately decided to have three members for four years and two members for two years and all terms four years thereafter.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen accepts the Ordinance entitled “Building Code Board of Appeals” as amended and forwards same to a Town Meeting.

b. Discussion of Charter Revision Process

Ms. Menard gave to all Board Members a packet of information regarding the Charter Revision, including the charge the last time the Charter was revised, time line, number of members on the Committee and copy of Connecticut General Statutes in relation to Charter Revision. She indicated there is a lot of information which has to be reviewed. She indicated that the charge given to the Commission has to be reviewed and determined and the timeline for such revision is 18 months. Finance and taxation was discussed as a possible charge along with having a Town Manager rather than a First Selectman. Also discussed was the number of members appointed to the Committee. The last revision committee had 7 members.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen postpones the discussion and decision regarding the Charter Revision until the next Regular Meeting in February, 2012.

X. Budget Matters

a. Senior Services

l. Vehicle Maintenance Budget Line

Ms. Menard indicated that she has received a letter from Ms. Elizabeth Burns, Director of Human Services regarding the vehicle maintenance line in the current Senior Services budget. Ms. Menard read the letter. In that letter, it indicates the maintenance line balance is approximately \$1,000 and it is anticipated more repairs will be needed and it may exceed the budget. Ms. Menard indicated that the older van has had the tires taken off and will be going to Southern Auto Auction to sell. Ms. Cabral had indicated that once that money is received; it can replenish the maintenance line. It was questioned who does the maintenance on the vehicles and if it was a possibility of bidding the service out for a cheaper rate. Boscows was chosen when this service went out to bid. Boscows apparently are specialists in the hydro-lifts which are used on the vans.

A discussion was held regarding the tires. It was suggested to keep the tires on the vehicle so the price at auction would be higher. Ms. Menard commented that she will find out about the tires, which may not be worth anything.

2. Part-Time Positions at Senior Services

Ms. Menard indicated that she received a letter from Ms. Elizabeth Burns, Director of Human Services along with an explanation memo requesting to increase the hours of the two part-time positions at the Senior Center. The request will stay within their budget. Mr. Pippin suggested hiring another part-time person to help with the tasks at the Senior Center. Mr. Pippin was concerned with the liability of benefits. Ms. Menard suggested having a calculation done to make sure the hours worked would be under the 1000 hours.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen postpone the discussion regarding increasing the part-time position hours at the Senior Center until more information can be obtained.

b. Schedule Budget Workshops

Ms. Menard indicated that budget season is upon us. She commented this year there are new members of the Board of Selectmen and Board of Finance; she will ask the members if they would like to attend the budget presentations of all departments this year. It is helpful to attend those presentations so everyone can understand what the departments are requesting. She mentioned the first Public Hearing which is scheduled for tomorrow evening. The Public Hearing is to listen to the public regarding their ideas and thoughts on the budget. The hearing is a joint hearing for the Board of Selectmen and Board of Education. She urged everyone to attend. Another Public Hearing will be held before the Board of Finance receives the budget for their review. She gave to all Board Members a document entitled "Budget Timeline According to Charter". The document gives the details of the dates used last year. She discussed the document.

The dates for the Board of Selectmen budget workshops were discussed and the dates decided upon are as follows:

February 16, 2012 at 5:00 p.m.

February 18, 2012 at 9:00 a.m.

February 21, 2012 at 5:00 p.m. (2 hour meeting)

February 22, 2012 at 5:00 p.m. (2 hour meeting)

Ms. Menard also mentioned that she has purchased a tablet for her to use at the office. It is a good tool to use while she is in the office. She can retrieve her emails and calendar from it among other things that it can do.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen purchases one tablet for the First Selectwoman to use and will be considered town property.

XI. New Business

c. Approval of Town Property Lease Renewals

Ms. Menard indicated to the Board Members that in their packets are materials relating to the town properties and leases. The front page of that packet is a spreadsheet listing all the property locations, farm names, types of property, and the cost of the lease. The leases are attached to the packet for the Board Members to review. She indicated the Board may want to postpone this discussion after they have had an opportunity to review all of the materials. She indicated that all of the leases have been standardized. Some farms had to have testing done and others had to have an erosion control plan, those are noted within the spreadsheet. There was a comment made that the property that Jarmoc is renting is not Chamberlain Road but on Reservoir and the property Don Wagner is renting is 8 acres not 80 acres. Another property rented by Richle Farm on Chamberlain Road, is not 182 acres because the dog park and BMX Park is located on that property. Mr. Pippin discussed that farm uses approximately 53.4 acres for crops and the rest is sitting clear. Ms. Menard indicated that farm does not pay rent for five years and the total acre rented is 152. Mr. Baker concerned about the run off and erosion and checking with Inland Wetlands Commission. The discussion continued regarding reoffering the leases at the same rates and the leases being all uniform.

Ms. Menard asked if the Board would like to revisit this subject once again at another meeting or just have written input. It was the consensus to have some type of confirmation from Inland Wetlands and/or its staff regarding erosion and/or pesticides or other fertilizer uses.

d. Approval of USDA Resolution Regarding North Road Sewer

Ms. Menard indicated that she received a memorandum from Ms. Catherine Cabral regarding the resolution. The resolution is necessary for the loan closing on the North Road Sewer Project. In order for the loan to close, the Town will be issuing Bonds which technically it is selling to the USDA and is required by the USDA. Since the USDA is a government agency, it does not pay taxes and the bonds that municipalities can issue by statute are tax exempt. State statute requires this language in this resolution otherwise the bond attorney would have

to issue a tax exempt bond opinion which would cost the Town additional unnecessary expenditures.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the Resolution related to the North Road Sewer Project attached hereto and marked as Exhibit A.

e. Tax Refunds

Ms. Menard discussed the Applications for Refunds requests from the Tax Collector dated January 11, 2012 wherein the Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount totaling \$240.93.

It was **MOVED** (Nelson) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$240.93 pursuant to the tax collector's request of January 11, 2012.

XII. Executive Session

Not held.

XII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the January 17, 2012 Regular Meeting at 9:32 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
RESOLUTION REGARDING TERMS OF USDA FINANCING**

WHEREAS, the Town of East Windsor, Connecticut (the "Town"), appropriated \$3,950,000 and authorized the issuance of bonds in an aggregate amount not to exceed \$3,950,000 by resolution presented at Special Town Meeting held October 6, 2010 and voted upon at referendum on October 13, 2010 for the North Road Sewer Project; and

WHEREAS, the First Selectman and the Treasurer were authorized to determine the amount, date, maturities, interest rate, form and other particulars of such bonds, and to do all other acts necessary or desirable to complete such issue; and

WHEREAS, the United States of America has offered to purchase \$2,180,000 of said bonds and the First Selectman and Treasurer have determined to sell such bonds to the United States of America.

NOW, THEREFORE, BE IT RESOLVED, that \$2,180,000 of such bonds be issued pursuant to Chapter 109 of the General Statutes of Connecticut, Revision 1958, as amended, in fully registered form, and to known as "\$2,180,000 GENERAL OBLIGATION BONDS, ISSUE OF 2012," and be sold to the United States of America.

BE IT FURTHER RESOLVED, that if such bonds shall be issued in a manner that interest on the bonds is not excluded from gross income for Federal income tax purposes, then it is hereby determined that the issuance of such bonds is in the public interest.